

**Longmont Museum Advisory Board
Minutes of Meeting - Final
August 19, 2015**

1. **CALL TO ORDER:** 4:34 pm.
2. **ROLL CALL:** Board members present: Bryan Bowles, Dale Gilbert, Rick Luke, Amber Shipco, Michelle Vessel and City Council liaison Bonnie Finley.
Board members absent: None.
Staff present: Wes Jessup, Erik Mason, Heather Thorwald and Joann McCoy.

Heather Thorwald, the Museum's new Registrar was introduced. Heather comes to us with 10 years of experience as Registrar at the Denver Museum of Nature & Science. She earned her M.A. in U.S. History from the University of Colorado at Denver.

Heather's main focus as Registrar is to ensure that the Museum complies with policy, procedures, best practices and document tracking as it pertains to the permanent collections of archives and three-dimensional artifacts. Her job responsibilities also include document tracking of artifact loans and traveling exhibition contracts. In conjunction with Erik, Heather will work on surveying the collection for appropriateness and will develop a deaccessioning and disposition plan.

3. **PUBLIC INVITED TO BE HEARD:** None.
4. **APPROVAL OF MINUTES:** Dale Gilbert moved to approve the July 15, 2015, minutes as submitted. His motion was seconded by Rick Luke and unanimously approved.
5. **APPROVAL OF ACCESSIONS**
Accession for July-August 2015: Rick Luke moved to approve the July-August 2015 items recommended for accessioning. His motion was seconded by Amber Shipco and unanimously approved. This accession included: a photo of the Great Western train in Longmont with Longs Peak visible in the background; a "Keystone Note Book" used in Pella School from the 1870's to the 1890's; a scrapbook from the Longs Peak Chapter of Izaak Walton League; a photo of the 45th class reunion of the Longmont High School class of 1939; and a black and white photograph of the long distance switchboard at the Longmont telephone office in 1953.

The "Potential Accessions to the Museum's collection" report will be formatted differently now with a photo of each accession along with the description and notes.

6. **REPORTS:**
 - a. Report of the Museum Director: In addition to his written director's report, Wes reported that we have not submitted our final punch lists to the general contractor, but have been fine tuning the HVAC system and are actively working on fixing some AV technical issues. Also in process is the ticketing system.

Regarding a potential new permanent collections storage facility, soil tests are complete. However, the analysis narrative is due next week.

Discussions continue on the potential of having a combined, golf, police evidence and Museum artifact storage facility under one roof (yet segmented and secure) on the Ute Creek Golf Course maintenance property. If sufficient funds are available it would be slated for the 2017-2018 CIP.

Increasing Quail Campus parking was also discussed. Paving the temporary north lot is unlikely, as the new master plan dictates parking with a different configuration that will come online in 2017. Wes is working with the Streets Department to add gravel, refine the edges and stripe the temporary parking.

b. Report of the Chair: None.

7. **NEW BUSINESS**

a. Board vacancies: There are currently four vacancies on the Museum Advisory Board. One of the recent resignations was from Rosslyn Scamehorn, our vice chair. To fill the vacant vice chair position, Bryan Bowles nominated Dale Gilbert as vice chair. His nomination was seconded by Rick Luke and unanimously approved.

8. **BOARD COMMENTS:** None.

9. **MEETING ADJOURNED:** 5:21 pm.

Submitted,



Joann McCoy
Secretary to the Board